

**PERMANENT
CHANGE OF
STATION (PCS)
ENTITLEMENTS**



**FOR TRANSPORTATION CENTER AND
SCHOOL (TCS)**

RELOCATION TO FORT LEE, VA

JAN 2007

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TCS
PCS POINTS OF CONTACT

Transition/Benefits/PPP/RESUMIX:	Greta Alto, CPAC	757-878-2016/DSN 826
Shipping of Personal Property/HHG:	Personal Property Counselors	757-878-4664/4665/DSN 826
Selling/Buying Real Estate:	National Relocation Program Office	1-800-344-2501
Entitlement/Settlements/Financial Claims:	DFAS Columbus	1-800-756-4571 (Option 4)
Estimates/Certification of PCS Orders:	Lissa Jordin, DRM	757-878-4419/DSN 826
	Nicole Haydon, DRM	757-878-1994/DSN 826
	Traci Spruill, DRM	757-878-0329/DSN 826

Frequently Asked Questions

1. Q. Is there a regulation or pamphlet that covers permanent change of station (PCS) entitlements?

A. Yes. Joint Travel Regulations, Volume II, Chapter 5 covers entitlements relating to a permanent change of station (PCS). The JTR Volume II is available on line at: <https://secureapp2.hqda.pentagon.mil/perdiem/> and the DFAS Pamphlet. <https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/pam2rev06.pdf>.

2. Q. What must I do in order to obtain my PCS entitlements?

A. You must complete a transportation agreement (DD Form 1618, figure 1), and a PCS questionnaire (figure 2) and give to your directorate administrative point of contact. Your administrative point of contact will forward the signed DD Form 1618 and questionnaire to SDG 1/4 for further processing. Once SDG 1/4 has completed processing the PCS orders, they will be forwarded back to your directorate administrative point of contact to provide to you. **Do not begin to make relocation arrangements or incur expenses until you have your orders.**

3. Q. What is a transportation agreement?

A. In exchange for the cost of relocation, the government asks that you remain in federal service for 12 months from the date you report to your new duty station. You may take another job within the activity or even with another agency (e.g., VA, HUD, and FAA). If you fail to serve the 12 months, you can be required to pay back the moving expenses. It is DOD policy for employees not to have more than one PCS move in a 12-month period unless it is beneficial to the government (The PCS Order approving official must approve the request).

4. Q. Will I be given any advances to cover my relocation?

A. Advances are not automatic; you must submit a request for an advance (**figure 3**) via fax ((614) 693-2463) to Defense Finance and Accounting Service, Columbus with a copy of your PCS orders. When you arrange for your PCS move, you may request expense advances so you can pay bills related to your move such as en route travel, temporary quarters subsistence expenses, and certain expenses related to your house hunting trip. You should NOT use your government travel charge card for PCS costs.

5. Q. Do PCS entitlements depend upon grade level or status (e.g., career, career-conditional, VRA)?

A. No. Entitlements are the same whether you are a GS-3, WG-5 or GS-15, and whether you are career, career-conditional, VRA, or other qualifying appointment.

6. Q. How much administrative leave will I be allowed to take care of matters relating to my relocation?

A. You may be excused for a reasonable time (time approved by the supervisor) to make personal arrangements and to transact personal business directly related to your relocation, provided that such business or arrangements cannot be transacted outside normal work hours. This includes such things as obtaining driver's license and auto tags. Activities directly related to the PCS such as being present when household goods are packed, and traveling to the new duty station are official duty and do not require admin leave.

7. Q. What is the time limitations involved in my PCS?

A. Your travel and your dependents' travel, and the transportation of your household goods and personal effects should be accomplished as soon as possible. The transportation authorized for your dependents, household goods and personal effects must begin within 2 years from the date you report for duty at your new duty station. Reimbursement for real estate transactions and unexpired lease expenses is authorized if the settlement dates for the sale and purchase or lease termination transaction are not later than 2 years after the date on which you report at your new duty station.

8. Q. Who is considered a dependent for PCS entitlements?

A. A dependent is any of the following members of an employee's household at the time that employee reports for duty at the new duty station. Spouse, children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support (to include stepchildren, adopted children, grandchildren, legal minor wards or other dependent children who are under the legal guardianship of the employee or employee's spouse); dependent parents of the employee or employee's spouse; and dependent brothers and sisters (including step and legally adopted brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

9. Q. Will I be authorized a house-hunting trip?

A. You may be authorized one round trip for yourself and/or your spouse to seek permanent residence at your new duty station. The trip may not exceed 10 calendar days in duration, including travel time. You will be considered in a duty status during your travel for house-hunting and will be eligible for per diem. Any time used for a house-hunting trip will be deducted from the first 30 days authorized for TQSE (AE) if authorized for more than 30 days. The purpose of a house-hunting trip is to give you an opportunity to establish a permanent residence upon relocation to your new duty station, thereby reducing the amount of time needed in temporary quarters.

10. Q. Will I be compensated for travel to the new duty station?

A. Normally the government pays a mileage rate for one or two vehicles to travel to the new duty station. There are different rates, depending upon how many family members occupy the vehicle. Current mileage allowances are:

\$.15/mile - employee only in the automobile;

\$.17/mile - employee with one dependent
\$.19/mile - employee with two dependents
\$.20/mile - employee with three or more dependents

Employees and their families traveling by POV are expected to travel an average of 350 miles per day.

11. Q. Am I authorized to travel with more than one POV?

A. Yes, when there are more members of the immediate family than reasonably can be transported together, with luggage, in one vehicle; when, because of physical condition, special accommodations are necessary in transporting a member of the family in one vehicle and a second vehicle is required for travel of the other family members; or if an employee reports to the new duty station in advance of travel by members of the family. However, the authorization for the use of more than two vehicles must be approved. Justifications must be submitted in writing to G8 for the Chief of Staff approval.

12. Q. While I am in a travel status, are any other expenses covered?

A. Yes. The employee and authorized dependents are entitled to a special CONUS (Continental United States) per diem allowance for lodging, meals, and other related incidental expenses. The employee receives the full allowance and the dependent a percentage of that amount for each full day in an authorized travel status. (See Figure 4)

13. Q. Will the government pay for temporary lodging?

A. Yes, if you have a need for temporary quarters, you may be reimbursed for itemized expenses for lodging and other necessities in temporary quarters not to exceed certain maximums. An administrative determination has been made that the initial temporary quarters subsistence expenses (TQSE) allowance period is 60 days. This will be reduced by the number of days taken for a house-hunting trip. Additional periods beyond the initial authorization must be requested in writing at least 14 days prior to expiration of the 60 days for an administrative determination of approval/disapproval on a case-by-case basis. In order to receive payment for TQSE, a statement is required showing the date occupancy of temporary quarters began and the date occupancy of permanent quarters or household goods were moved into permanent quarters.

14. Q. What is the maximum household goods allowance?

A. The maximum household goods allowance is 18,000 pounds net weight. Shipment is limited to those household goods owned by the employee and his/her dependents when shipment begins. The time limitation for shipment of household goods is the same as that prescribed for transportation of dependents (i.e., 2 years from the date employee reports to the new duty station).

15. Q. Will I be allowed to store my household goods until I can find a permanent residence?

A. Yes. Temporary storage of household goods is allowed for up to 90 days. Upon written request and under certain conditions this may be extended not to exceed 180 days.

16. Can the government ship my Vehicle?

A. A traveler transferred in the Government's interest may be authorized to have POV(s) transported at Government's expense when authorized/approved as being advantageous (particularly financially advantageous) to the Government. Costs to be considered:

- a. Cost of Privately Owned Conveyance (POC) travel
- b. Cost of transporting the POV(s)
- c. Cost of travel if the POV(s) is/are transported; and
- d. Productivity benefit from the traveler's accelerated arrival at the new Permanent Duty Station

Note: If it has been determined that is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or more POC(s) to the PDS.

17. Q. Does the government pay for expenses related to selling or buying a residence? How much?

A. Yes. Reimbursable expenses include broker's fees, real estate commissions, payments for advertising and appraisal, title search, surveyor's fees, and other costs. However, there are limits on the amount of reimbursement. See also figure 4

- Sale: Reimbursement cannot exceed 10% of the sale price.
- Purchase: Reimbursement cannot exceed 5% of the purchase price.

18. Q. Will the government reimburse me for expenses in connection with the purchase of a home at the new duty station, even if I don't sell or own a home at the old duty station? Conversely, will reimbursement be provided for sale here if I don't buy there?

A. Yes, as long as all entitlement requirements are met. Real estate expense entitlements at the two ends of the move are independent of each other.

19. Q. How long do I have to own my home to be entitled to real estate expenses for selling it?

A. To be eligible for reimbursement of costs of selling a residence at the employee's old duty station, acquisition of the employee's interest in the property must have occurred before the employee has received and accepted the formal offer to relocate to the new, duty station .

20. Q. How does money received from moving expenses affect taxes?

A. Travel reimbursements for temporary quarters, miscellaneous expenses, real estate/unexpired lease are considered earned income and become subject to federal, state and local income taxes (to include FICA and Medicare). Through the Relocation Income Tax Allowance (RITA), the government will reimburse eligible employees for most, and possibly all, additional taxes.

21. Q. What are the rules in a situation where two or more family members are entitled to a PCS move, i.e., both husband and wife are employees?

A. If two family members are being transferred simultaneously, they must elect, in writing, whether they will be authorized the allowances separately, or only to one of the employees, in which case the second family member is eligible for allowances as a family member. Employees who fall into this situation will be further counseled as to their entitlements at the time of relocation or registration in the Priority Placement Program.

In the situation where an employee is married to a military member, who is also transferred at the same time to the same place, the employee is entitled to have PCS transfer expenses paid, provided that the married couple does not receive duplicate payments of PCS entitlements for the same purpose.

22. Q. When do I submit my travel claims and what documentation will I need to submit?

A. All claims in connection with your PCS move must be forwarded to DFAS Columbus, ATTN: PTDFB/CO, PO Box 369015.

The following are required for the submission of PCS travel claims (forms available on <https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/pam2rev06.pdf>)

Travel VoucherDD Form 1351-2

Claim for TQSE Sub-Voucher, DF AS-CO FM 148,

PCS orders, advance payment vouchers, airline ticket receipt, lodging receipts, rental car and gasoline receipts, receipts for transportation to and from airports, and long term parking receipts. Miscellaneous reimbursable expenses under \$75.00, such as official telephone calls, short term parking, porter/baggage handler tips, etc., do not require receipts but must be justified.

NOTE: Meal receipts are not required, since reimbursement for meals, regardless of cost, are (included in the per diem. Upon arrival at the new duty station, temporary quarters subsistence expenses (TQSE) for lodging, meals, and incidental expenses (dry cleaning/laundry only) must be itemized daily. It would be wise to create a daily log of these expenses and keep receipts on your lodging, dry cleaning/laundry (except coin operated) and any single expenses over \$75.00. NOTE: In and around mileage and transportation are not authorized in TQSE status.

REIMBURSEMENT FOR RELOCATION EXPENSE

Employees relocating under a permanent change of station (PCS) within CONUS are entitled to reimbursement for a variety of relocation allowances. The table below is a summary of the allowances and whether an advance is authorized for employees.

RELOCATION ALLOWANCE CATEGORY	ADVANCE AUTHORIZED
House Hunting Trip	YES
Temporary Storage of HHG under government bill of lading (GBL)	NO
Shipment of HHG under government bill of lading (GBL) Temporary	NO
Quarters and Subsistence Expense (TQSE)	YES
En Route Travel and Per Diem	YES
Real Estate Expenses	NO
Termination of Lease Expense	NO
Miscellaneous Expenses	NO

DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT
TRANSFER OF CIVILIAN EMPLOYEES TO AND WITHIN CONTINENTAL UNITED STATES (CONUS)
(48 Contiguous States and the District of Columbia)

PRIVACY ACT STATEMENT
(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §5701, §5723, §5724, and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used to establish Government time in service requirements in order for the employee (including new appointees or student trainees) to be eligible for travel and transportation expenses when transferred to and within the Continental United States (48 contiguous States and the District of Columbia).

ROUTINE USE(S): In addition to being used by officials and employees of the applicant's Service in determining eligibility for travel and transportation expenses, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances.

DISCLOSURE: Voluntary; however, completion of this form is necessary before transfer can be authorized and expenses paid. The personal information requested is necessary to properly identify the employee.

A. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>	B. EMPLOYEE SSN	C. NEW APPOINTEE OR STUDENT TRAINEE <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> YES <input type="checkbox"/> NO</div>
D. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS) <i>(YYYYMMDD)</i>	E. NEW OR FIRST PDS LOCATION	
F. SIGNATURE OF DESIGNATED CIVILIAN PERSONNEL OFFICER/HUMAN RESOURCES OFFICER OR DESIGNEE	G. ACTUAL RESIDENCE AT TIME OF APPOINTMENT <i>(To be determined at time of initial agreement)</i>	

1. 5 U.S.C. §5723 and §5724, as amended, provide, under certain conditions, for travel and transportation expenses of an employee (including eligible new appointees or student trainees in certain circumstances), appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to an appointment or transfer to and within CONUS. Under the law, the allowances are not authorized unless an employee agrees in writing to remain in the Government service for a minimum of 12 months. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.

2. I understand and agree that:

a. I will remain in Government service for a minimum of 12 months beginning with the date I report for duty at my new or first PDS, unless I am separated for reasons beyond my control that are acceptable to the agency concerned.

b. If I fail to serve the required minimum period of time, or if I am removed for cause before expiration of the required minimum period of service, I am obligated and will, upon demand, repay to the Government a sum of money equivalent to what the Government paid for travel and transportation expenses and related allowances associated with the transfer of myself and my dependents, e.g., househunting trip expenses, HHG storage and shipment, privately owned vehicle shipment, CONUS temporary quarters subsistence expenses, (but not OCONUS temporary quarters subsistence allowance), real estate and/or relocation expenses, miscellaneous expenses, and any other related allowances incident to my transfer, from beginning point of travel to the PDS. The employing Agency may withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement. I understand that the amount of indebtedness will be determined in accordance with the provisions of JTR, Chapter 4, Part H, which provide, in connection with a transfer to CONUS, that I will be credited with any unused earned entitlement for return transportation and travel to my actual residence upon separation from my PDS outside CONUS.

3. I understand that the period of service specified above is for the sole purpose of establishing my eligibility for payment of travel and transportation expenses, and other related allowances which may be authorized.

(Continued on Back)

H. EMPLOYEE SIGNATURE	I. DATE SIGNED <i>(YYYYMMDD)</i>
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4. I understand and agree that the address shown above is my actual residence at time of appointment and that this address will be used for the purpose of determining transportation entitlement and that it may not be later changed for personal reasons. I also understand that upon completion of the 12-month minimum period of service specified in this agreement, I will not be eligible for return transportation at Government expense for myself, my dependents and HHG to my actual residence at the time of my appointment. I further understand that completion of the above period of service does not terminate my employment and I may continue to serve in the same position or any other position to which I am assigned for a longer period in accordance with the employing agency regulations. This agreement neither limits nor guarantees the duration of my employment.

5. I also understand it is neither cost effective nor efficient for DoD to pay for more than one permanent change of station (PCS) move during any 12-month period. Accordingly, except as provided in JTR, par. C4100, I am not entitled to any further PCS transfers within DoD, at Government expense, for a period of 12 months from the date of this transfer. This policy does not preclude my acceptance of another position for which PCS expenses may not be allowed.

NOTE: Employee should retain a copy of signed transportation agreement for their personal files.

J. OTHER REMARKS *(To be completed by personnel office or employing agency officials only.)*

TCS Employee PCS Questionnaire

1. Employee Name: (Last, First, Middle Initial)
2. Employee SSN:
3. Spouse Name: (Last, First, Middle Initial)
4. New Position Title, Pay Plan, and Grade:
5. Releasing Official Station and Location or actual residence for new employees to include zip code:
6. New Official Station and Location, Actual Residence or alternate destination to include zip code:
7. Date employee signed a transportation agreement for the new duty station:
8. Reporting Date at the New Duty Station:
9. House Hunting Trip ((HHT) Old and new PDS must be 75 or more miles apart). (HHT not authorized for PCS to/from overseas, see JTR Volume 2, Appendix D. for rates)
 - a. Will spouse accompany employee on HHT? Circle Yes or No
 - b. If spouse will take HHT separately, give dates of HHT.

(Note: number of days spent on HHT (up to 10 maximum) is deducted from the first 30 days authorized for temporary quarters subsistence expense (TQSE) after reporting to the new PDS.)

- c. How will travel be made for HHT, Circle one: by employee's privately owned vehicle (POV), or commercial air with rental car?
- d. If travel is by commercial air, will employee require rental car at the destination? Circle Yes or No

Local per diem rates authorized for house hunting trips, see rates at <https://secureapp2.hqda.pentagon.mil/perdiem/>

Note: Round-trip house-hunting trip must be completed by the:

- 1 Employee on the day before the day the employee reports to the new PDS, and
2. Spouse:
 - (a) On the day before the family begins relocation to the new PDS, or
 - (b) The expiration of the maximum time for beginning allowable travel and transportation.

10. Temporary Quarters Subsistence Expense (TQSE): Upon arrival at the new duty location you are authorized TQSE while you are looking for a permanent residence at your new duty station: TQSE includes: temporary lodging, meals and/or groceries (limited to those consumed while occupying temporary quarters); tips and fees incidental to meals and lodging; and laundry, cleaning and pressing of clothes. Local transportation expenses are not reimbursable. The maximum allowance for the first 30 days TQSE is \$99.00 a day for the employee. If spouse is occupying temporary quarters at the old duty station separately from employee, the spouse is also entitled \$99.00 a day for the first 30 days. Spouse accompanying employee, and dependents 12 and older in temporary quarters, (whether accompanying or separately) are authorized TQSE for \$74.25 a day. Dependents under 12 are authorized \$49.50 a day. TCS authorizes 60 days of TQSE with the initial PCS Order.

a. Employee and/or spouse occupying temporary quarters separately:
 $\$99.00 \times 30 \text{ days} \quad + \text{ spouse} \times \# \text{ of days}$

b. Spouse accompanying employee $\$74.25 \times 30 \text{ of days}$ + dependents 12 and over _____
 $\times 30 \text{ days (x \# of dependents)} =$

c. Dependents under 12: $\$49.50 \times 30 \text{ of days}$ x # of dependents = _____

11. TQSE (additional days): TCS policy is that 60 days of TQSE is authorized. Exception to this policy requires a written justification submitted to SDG8. The request must be submitted prior to the expiration of the initial 60 days and include all supporting documentation, as well as copies of original PCS orders and any amendments. After the first 30 days the authorized maximum TQSE is decreased:

a. Employee and/or spouse occupying temporary quarters separately:
 $\$74.25 \times 30 \text{ days} \quad + \text{ spouse} \times \# \text{ of days}$

b. Spouse accompanying employee $\$49.50 \times 30 \text{ of days}$ + dependents 12 and over _____
 $\times 30 \text{ days (x \# of dependents)} =$

c. Dependents under 12: $\$39.60 \times 30 \text{ of days}$ x # of dependents = _____

If you should receive lodging from friends or relatives with or without charge, TQSE maximum is \$0.

12. Official Travel to the New Duty Station: PCSing within CONUS the employee must travel by POV, and may elect to have dependents travel by POV or take commercial travel from the old duty station to the new duty station: check one for dependents: ☐ commercial ☐ POV (if employee travels by commercial means reimbursement is limited for the employee to the POV reimbursement rate). The Defense Table of Distances (DTOD) is used to calculate the mileage for POV and Carlson Travel is contacted to provide an estimate for commercial travel. .

13. Dependents:

Dependents: Circle yes or no, if yes, please provide the name and relationship to employee:

Dependent Name: (relationship) (Note: Do not need date of birth for Spouse)

Dependent Date of Birth:

Dependent Name: (relationship)

Dependent Date of Birth:

Dependent Name: (relationship)

Dependent Date of Birth:

(Continue to list dependents on a blank page, if necessary)

14. Real Estate:

Does employee own real estate at old PDS and intend to sell, if authorized? Circle Yes or No

Estimated value of real estate to be sold: (Please provide an estimate)

Does employee intend to purchase real estate, if authorized, at the new PDS? Circle Yes or No

Estimated value of real estate to be purchased: (Please provide an estimate)

Amount intend to sell

Amount intend to buy

Will you sell residence under the DoD National Relocation Program (DNRP), Yes _____ or

No _____

15. Household Goods:

Number of rooms to be shipped: _____

(Note: 90 days temporary storage of HHG will be automatically included on your PCS order.)

16. Address:

a. Employee's e-mail at old PDS

b. A private e-mail address and phone #: (Identify if cell phone)

c. Name of Admin POC and phone # at the new duty station:

TRAVEL VOUCHER (See Privacy Act Statement on back.)				1. BUREAU VOUCHER NUMBER		2. D.O. VOUCHER NO.	
3. PAYMENT FOR					4. PAID BY		
a. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)		f. TRANSPORTATION OF DEPENDENTS					
b. ADVANCE OF TRAVEL ALLOWANCES (PCS)		g. DISLOCATION ALLOWANCE					
c. ACCRUED PER DIEM FOR TDY/TAD		h. TRAILER ALLOWANCE					
d. SETTLEMENT OF TDY/TAD TRAVEL		i.					
e. SETTLEMENT OF PCS TRAVEL		j.					
5. INDIVIDUAL PAYMENT							
a. PAYEE (Last Name, First, Middle Initial)				b. RANK OR GRADE		c. SOCIAL SECURITY NUMBER	
d. ORGANIZATION AND STATION							
e. TRAVEL ORDER							
f. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS:							
g. CHECK NUMBER		h. CHECK DATE (YYYYMMDD)		i. AMOUNT PAID		j. DATE PAID (YYYYMMDD)	
k. RECEIVED IN CASH (Signature of payee)							
6. PAYMENTS CONSOLIDATED							
a. PER SUBVOUCHER NO. _____ THROUGH _____ ATTACHED				b. PER _____ TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED			
7. APPROVED FOR PAYMENT (When required by individual service regulations)							
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. SIGNATURE	
8. REMARKS (Continue on back if more space is needed)							
9. ACCOUNTING CLASSIFICATION(S)							
						\$	
10. COMPUTED BY		11. AUDITED BY		12. POSTED TO TRAVEL RECORD BY		13. DATE ENTERED (YYYYMMDD)	
14. AMOUNT PAID							

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702; 37 U.S.C. 404; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used to substantiate claims for payment of advance funds and reimbursement for travel and transportation expenses incurred in an official travel status. When submitted by the same traveler, the Travel Voucher may be used as the payment voucher to cover more than one reimbursement voucher.

ROUTINE USE(S): The information provided herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances. Information may also be disclosed under certain circumstances to other Federal agencies, Members of Congress, State and local government, and U.S. and State courts.

DISCLOSURE: Voluntary; however, the information requested is considered necessary for the accurate tracking of TDY/PCS travel and/or transportation payments. Failure to furnish information requested may delay the processing of the claim and could result in inaccurate payment of the total or partial amount claimed.

8. REMARKS *(Continued)*

Permanent Change of Station to Fort Lee Entitlements and Cost Estimates

A. Transportation Agreement (**DD Form 1618**) must be signed and completed before PCS Orders (**DD Form 1614**) are issued

B. Per Diem for Official Travel is based on Joint Travel Regulation, Volume 2, Per Diem rates for FY06:

1. Per Diem for Official Travel from Fort Eustis, VA to Fort Lee, VA (**74 miles**) for Employee and Dependents

a. Employee or spouse traveling at a different date: \$99.00 per day x 1 day (74 miles a day) = **\$99.00**

b. Spouse traveling with Employee or dependents 12 years and older: \$74.25 x 1 day (each dependent) = **\$74.25**

c. Dependents under 12 \$49.50 x 1 day (each dependent) = **\$49.50**

d. Alternate travel mode Commercial Air (each dependent) = **N/A**

C. House hunting Trip Per Diem rates and Transportation (Note: The number of days used are subtracted from the 1st 30 days of TQSE). Reimbursement for house hunting is limited only for the employee and spouse.

1. Per Diem for Employee only or spouse traveling at a different time: \$99.00 x # of days requested for HHT, maximum is 10 days = \$990.00

2. Per Diem for Spouse traveling with employee (75% of \$99.00): \$74.25 x # of days requested for HHT, maximum 10 days = \$742.50

3. Commercial Air for a Round Trip Ticket + Rental Car: **N/A**

4. Transportation Mileage driving Privately Owned Vehicle (POV) for HHT and/or relocation to Fort Lee, VA

a. Travel from **Fort Eustis, VA** to Fort Lee (**74 miles**)

(1) Employee or Spouse traveling independently: (HHT) \$.15 x 74 x 2 (round trip) = **\$22.20**

(2) Employee and Spouse traveling together (HHT) \$.17 x 74 x 2 (round trip) = **\$25.16**

(3) Employee only or one member of immediate family relocating to Fort Lee \$.15 x 74 = **\$11.10**

(4) Employee and one dependent or two members of the immediate family relocating to Fort Lee, VA \$.17 x 74 = **\$12.58**

(5) Employee and two dependents or three members of the immediate family relocating to Fort Lee, VA occupying the same POV $\$19 \times 74 = \14.06

(6) Employee and three or more dependents or four or more members relocating to Fort Lee, VA occupying the same POV $\$20 \times 74 = \14.80

b. Travel in POV from Fort Eustis to Fort Lee, VA (74 miles)

(1) Employee or Spouse traveling independently: $\$15 \times 74 \times 2$ (round trip) = \$22.20

(2) Employee and Spouse traveling together $\$17 \times 74 \times 2$ (round trip) = \$25.16

D. TCS authorizes 60 days of Temporary Quarters Subsistence Expense (TQSE) Actual Expense for Permanent Change of Station

1. Employee or Spouse independently in TQSE;

(1st 30 days) up to \$99.00 per day $\times 30$ days = \$2970.00

(2nd 30 days) up to \$74.25 per day $\times 30$ days = \$2227.50

2. Spouse accompanying Employee in TQSE and dependents 12 and over (each dependent):

(1st 30 days) up to \$74.25 per day $\times 30 = \$2227.50$

(2nd 30 days) up to \$49.50 per day $\times 30 = \$1485.00$

3. Each dependent under 12:

(1st 30 days) up to \$49.50 per day $\times 30 = \$1485.00$

(2nd 30 days) up to \$39.60 per day $\times 30 = \$1188.00$

E. Miscellaneous Expenses: \$500.00 without dependents or \$1000.00 with dependents.

F. Employees may be paid Real Estate expenses related to selling or buying a residence under normal PCS or DoD National Relocation Program:

1. Sale of residence at the last duty station: Reimbursement cannot exceed 10% of the sales price

2. Purchase of residence at Fort Lee, VA area: Reimbursement cannot exceed 5% of the purchase price

Note: expenses include brokers' fees, real estate commissions, payments for advertising and appraisal, title search, surveyor's fees, etc, or with DNRP see #3 below:

3. Sale of residence under the DOD National Relocation Program, visit web link <http://www.nab.usace.army.mil/whatwedo/realestate.htm#DoDNRP> or contact the National Relocation Program Office (NRPO) Customer Service at 1-800-344-2501.